



APPLICATION FOR WORK

Position applied for:

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Personal details:

Title & First Name(s) (Mr/Mrs/Miss/Ms/other)	
Surname	
Address	
Postcode	
Home number	
Mobile number	
E-mail address	
National Insurance number	

Do you have the right to work in the UK without restriction?

Yes/No	
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PLEASE NOTE: Any offer you receive will be subject to proof of your eligibility of right to work in the UK (e.g. Passport, work permit), in accordance with the Asylum & Immigration Act 1995.

Do you hold a full, clean driving licence? (Please tick as applicable)

Yes	No

Preferred position type: (Please tick as applicable)

Part time	Matchdays	Weekends	Full time

Availability: Please tick as applicable

Please note: Kick off for matches during the week commence at 20:00 and on weekend at either 12noon or 15:00. Shifts would normally commence 3-4 hours before a match.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Have you ever been previously employed for Crystal Palace FC? (Please tick as applicable)

Yes	No

If yes please give details (Date, line manager, reason for leaving & role)

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Present/Last employment details:

Name of employer	
Nature of business	
Job title	
Dates employed (from & to, and reason for leaving if applicable)	
Salary (current or on leaving)	
Details of duties performed, responsibilities, skills used or learned, and any promotions. (continue on a separate sheet of paper if necessary)	
Notice required	

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Have you lived or worked abroad for a period of time exceeding 3 months?

Yes/No If yes, please provide dates and details of employer and location	
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Previous employment

Company name	Job title	Date employed (From-to)	Reason for leaving

Please explain any gaps in your employment and dates

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Education (Last 3 educational institutes)

Name of School, College, University	Qualifications Gained	Grade Achieved	Date Obtained/Attended

Training courses attended (3 most recent/valid)

Course title	Training provider	Duration	Date completed

Membership of professional organisations/bodies

Professional body/association	Current status	Date admitted

Training courses attended (3 most recent/valid)

Course title	Training provider	Duration	Date completed

Membership of professional organisations/bodies

Professional body/association	Current status	Date admitted

References

All appointments are subject to receipt of two satisfactory references. Please provide details of two referees, this should be current/previous line managers who should have knowledge of your work performance.

<u>References</u>		<u>References</u>	
Name of referee		Name of referee	
Job title of referee		Job title of referee	
Company Name		Company Name	
Address		Address	
Contact No		Contact No	
Email Address		Email Address	
Job role in which you were employed		Job role in which you were employed	
Dates of employment	to	Dates of employment	to

Do you give permission to make contact with your referees prior to any job offer?

Yes	No

Self-declaration

Rehabilitation of offenders Act 1974/Safeguarding vulnerable groups

- A. If the role for which you are applying is not exempt from the Rehabilitation of offenders Act 1974, you only need to provide details about previous convictions and cautions which are unspent.**

Do you have any unspent convictions or cautions?

Yes/No If yes, please provide full details.	
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- B. If the position for which you are applying may involve contact with vulnerable groups, it is exempt from the Rehabilitation of offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about Police cautions, bind-overs, or any criminal convictions, including any that would be considered 'spent' under the act.**

Please note that if your application is successful you may be required to obtain a DBS disclosure at the appropriate level.

Please only complete the following questions if the role involves regulated activity with vulnerable groups.

Have you ever been charged, convicted or cautioned of any criminal offence? - including a football offence or a football banning order.

Yes/No If yes, please provide full details	
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Are you currently the subject of any on-going criminal investigations or awaiting the outcome of any charges pending against you?

**Yes/No
If yes, please
provide full details**

Are you currently the subject of any on-going local authority/civil or family court proceedings or awaiting the outcome of any such proceedings?

**Yes/No
If yes, please
provide full details**

Are you a person who has been, or currently barred from working with children or other vulnerable groups?

**Yes/No
If yes, please
provide full details**

Declaration:

I certify that the information supplied in this application and an associated attachment is complete and accurate and that I have not knowingly withheld information that might adversely affect my chances of working for Crystal Palace Football Club (the Club).

I understand that any failure to disclose information, or any attempt to mislead the Club could result in the withdrawal of any offer of appointment, or lead to disciplinary action being taken, including dismissal, and possible criminal action prosecution.

I authorise the Club to investigate my references, work records, education criminal background and other matters relating to the suitability of me working for the Club. In accordance with the Data Protection Act 1998, I agree that the Club may hold and use personal information about me and keep in touch with me should suitable vacancies come available in the future.

This information, including that contained in the form, can be stored on both manual and computer files. It will be held securely and only accessed by authorised personnel. I can confirm that I have read and understood the above declaration, and agree to the Club holding and processing this information.

Crystal Palace Football Club is an equal opportunities employer and welcomes applications from all such sections of the community. The Equality policy can be viewed on the club website.

Signed:

Date:

Completed forms should be returned to;

**Karen Alford
HR Department, CPFC Ltd, Selhurst Park Stadium
London, SE25 6PU
Email: recruitment@cpfc.co.uk**